snagR

iPad User Manual

Version 2.0

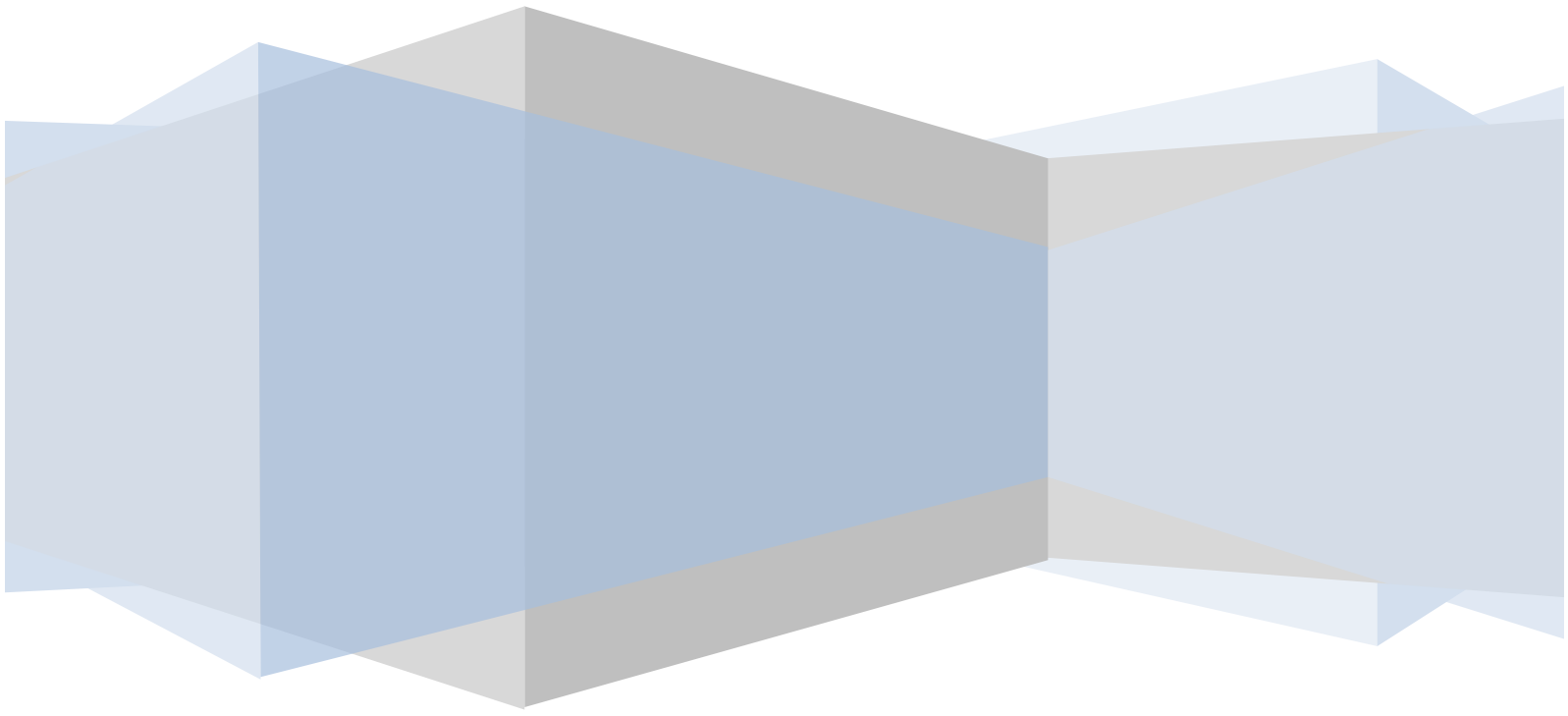


Table of Contents

I. Launch snagR App 3

II. LOGIN 4

III. The Menu 5

1. Menu 5
2. Toggle Button 5
3. User Calendar 5
4. Activity Log 6
5. Legend/Privileges 7
6. Main Menu 7
7. Adding a Location Plot 8
8. Filtering Groups 9
9. View Plan 9
10. Previous Plan 10
11. Main Plan 10
12. Mobile Document Register 10

IV. SNAGGING 11

1. Adding a Defect 11
2. Describe a Defect 12
3. Markup the Photo 13
4. View Details and update a snag 13
5. Move a Snag 16
6. Multiplot 17
7. Room Area Signoff : 19

V. Inspections: 20

1. Inspection Types 20
2. Carry out inspection 21
3. Log/visit/ Close an inspection 22
4. Add an inspection 23

VI. Forms 25

1. Carry out the form 25
2. Log/visit/ Close an form 27
3. Add a form 27

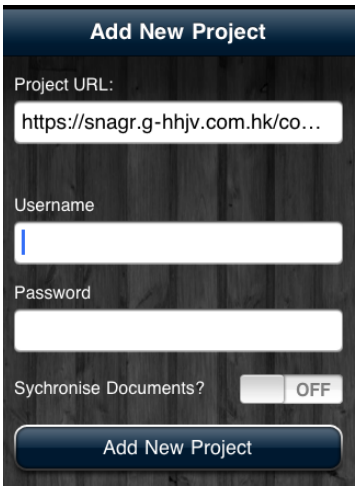
VII. Users Notifications 28

I. Launch snagR App

1. Launch SnagR by clicking this icon on your device:

2. Click ‘Add New Project’:

3. Type in the Project URL for the project you want to add, this should come from your IT department or be e-mailed to you by SnagR Software Ltd. Type in your Username & Password and click ‘Add New Project’:

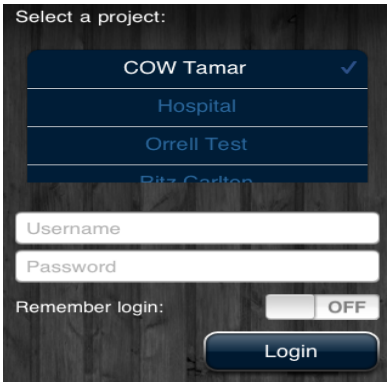


The project will now download to the device. It will be much quicker if a wifi connection is used over 3g.The first time you download the project you will automatically be logged in.

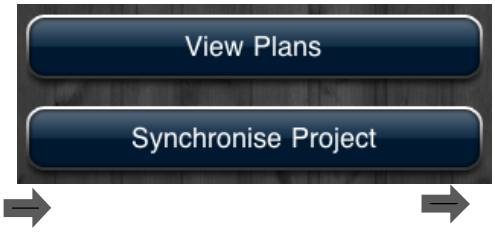
II. LOGIN

1. Select a project type from the dropdown menu.
2. Key-in your username. (Case Sensitive)
3. Key-in your password. (Case Sensitive)
4. Press on the “Login” button where a new window prompts for action
5. Press on the “View Drawings” button

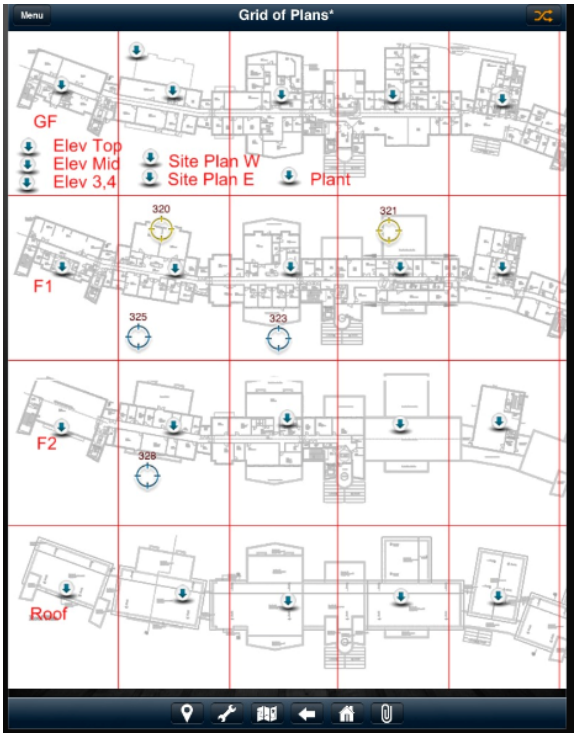
One



Two

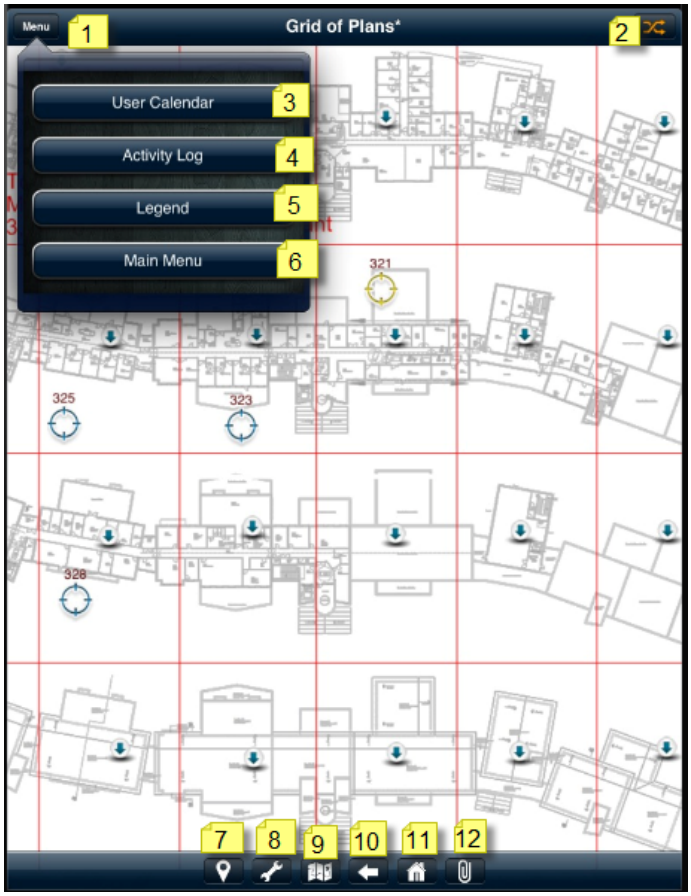


Three



6. Click on link icon “ from the main plan to drill down to the area that you want (different levels of detail)

III. The Menu



1. Menu

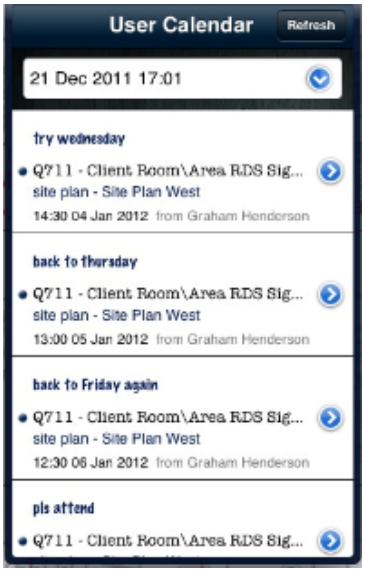
a. Click on the Menu Button to show the menu items

2. Toggle Button

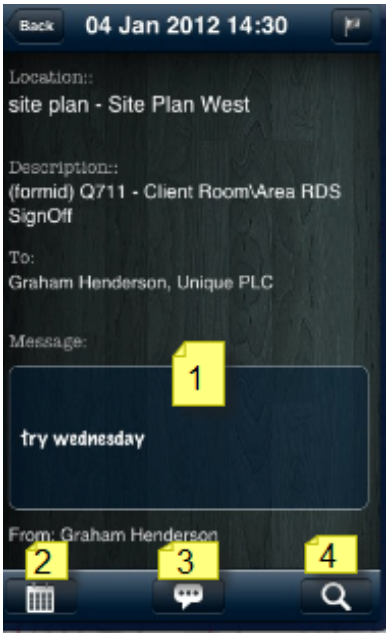
a. To Toggle between 'Defect Mode' & 'Inspection Mode'..

3. User Calendar

a. User calendar will show you all the events and actions that are related to the logged in user.


User Calendar
Refresh
21 Dec 2011 17:01
try wednesday
Q711 - Client Room\Area RDS Sig...
site plan - Site Plan West
14:30 04 Jan 2012 from Graham Henderson
back to thursday
Q711 - Client Room\Area RDS Sig...
site plan - Site Plan West
13:00 05 Jan 2012 from Graham Henderson
back to friday again
Q711 - Client Room\Area RDS Sig...
site plan - Site Plan West
12:30 06 Jan 2012 from Graham Henderson
pls attend
Q711 - Client Room\Area RDS Sig...

b. Clicking on any of the events will show you the event/message information.



i. The Message of the event

ii. Attach the event to your device Calendar

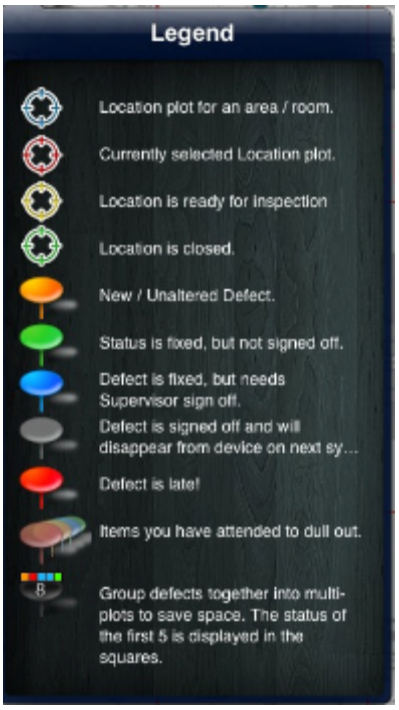
iii. Reply to message

iv. Locate the snag or inspection related to the calendar.

4. Activity Log

a. Activity Log will show all the recent activities recorded on snagR.

5. Legend/Privileges


Legend
Location plot for an area / room.
Currently selected Location plot.
Location is ready for inspection
Location is closed.
New / Unaltered Defect.
Status is fixed, but not signed off.
Defect is fixed, but needs Supervisor sign off.
Defect is signed off and will disappear from device on next sy...
Defect is late!
Items you have attended to dull out.
Group defects together into multi-plots to save space. The status of the first 5 is displayed in the squares.

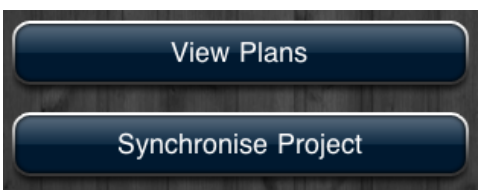
a. Users Privilege:

There are 5 roles in the system:
Please note that same users cannot have different roles for different groups:

1. No Access : No access to snags (cannot see snags)
2. Read Only: Can read only. Cannot make any actions on snags. Users cannot add snags
3. Can Fix: Can only fix existing snags. This role is used for subcontractors. Once the snag is fixed, the status color will turn green. Users cannot add snags
4. Can Sign Off: this is one level higher than “can fix”. The snag is signed off but not yet closed. This role can be given to a subcontractor manager to approve the repair done by his employees. Once the snag is singed off, the status color will turn blue. Users can add snags
5. Can Complete: Final action for de-snagging. Once the snag is closed, the status color will turn gray and the snag will disappear on the next synchronization. Users can add snags

6. Main Menu

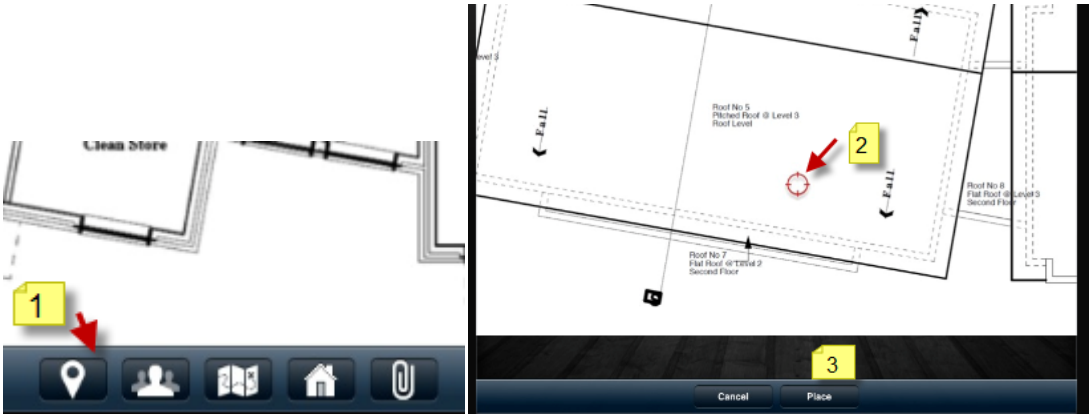
a. The Main Menu button will redirect you to the main form



7. Adding a Location Plot

a. Click on the Add Location button

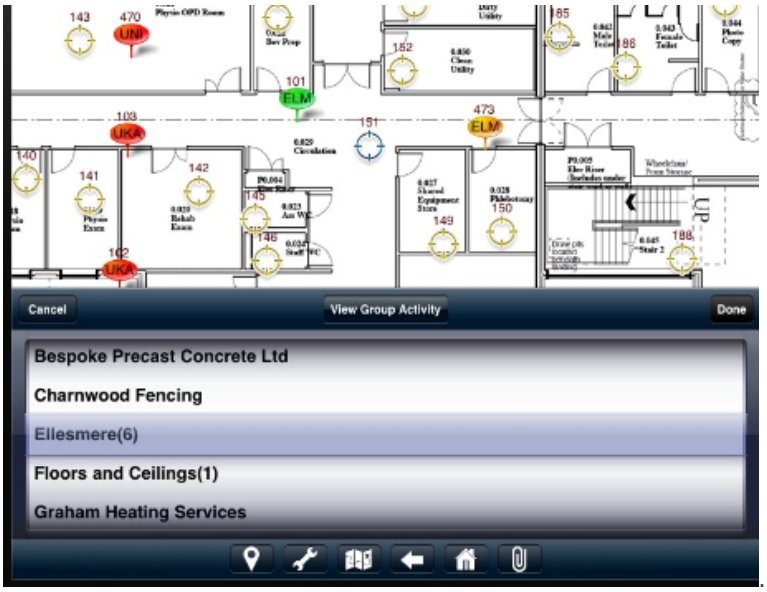
b. Position your Location and click on Place



c. Name the Location

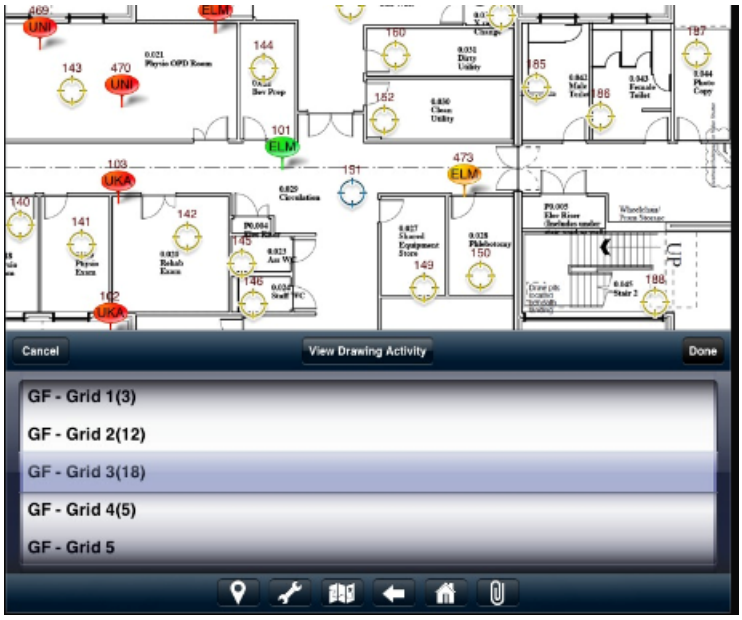
8. Filtering Groups

a. You can filter snags according to sub-contractors by choosing the selected ones from the drop down box in the “Sub-Contractor / Group” as shown below



9. View Plan

a. Choose the plan that you need to show and click on Done.



10. Previous Plan

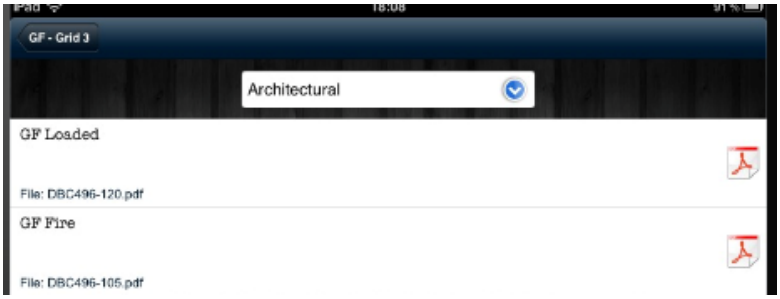
a. Will redirect you to the previous accessed plan

11. Main Plan

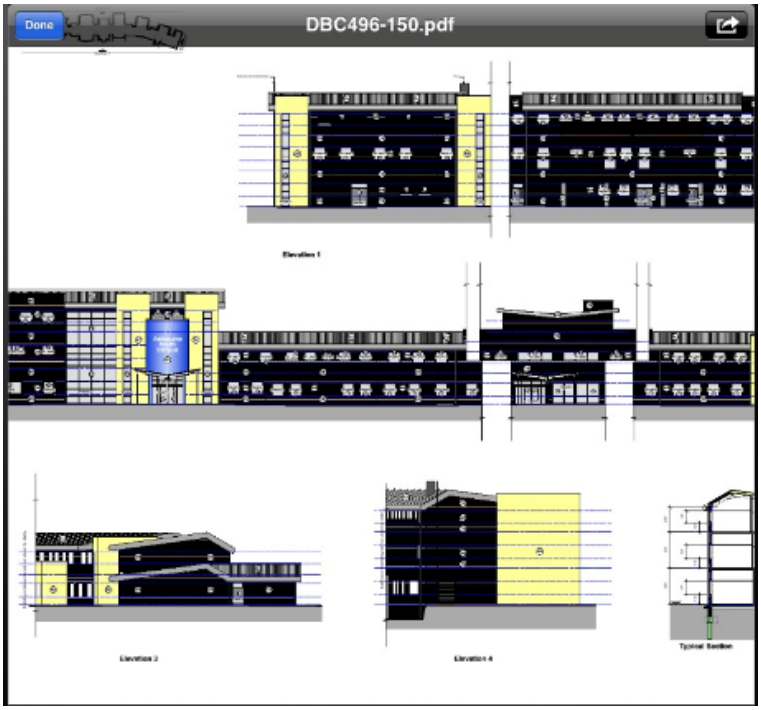
a. Will redirect you to the Project Plan (Main Plan of the project)

12. Mobile Document Register

a. This allows you to view a 'linked document' for a specific drawing



b. Click on the PDF item and it will show you the PDF file in a new window



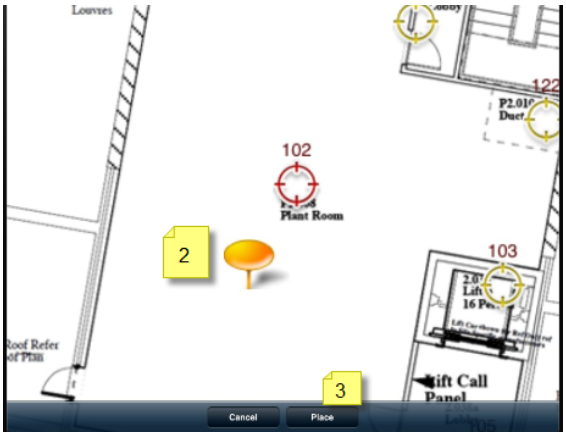
IV. SNAGGING

1. Adding a Defect

a. To add a defec t, you need first to click on a existing location (if location plot doesn't exist, please refer to section Adding a location Plot)

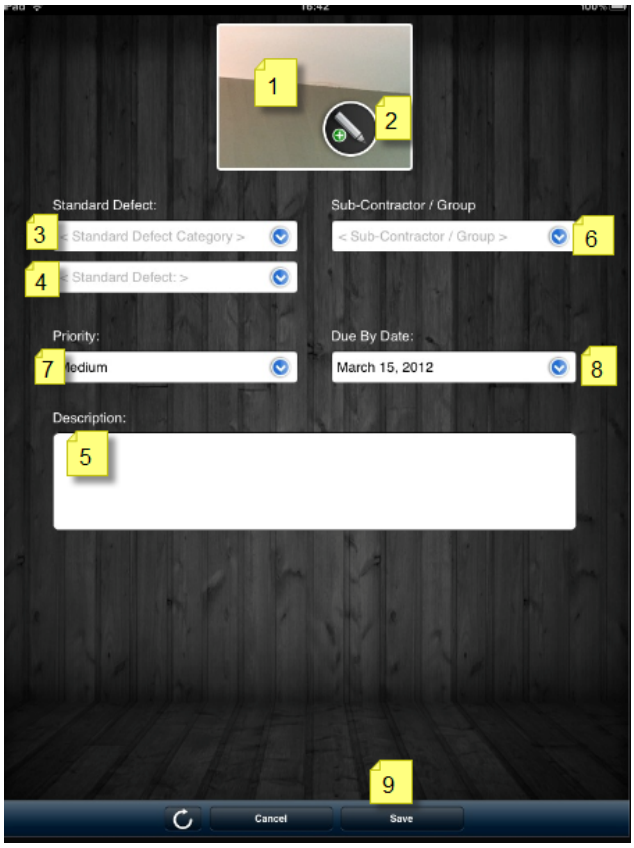
b. Click on the Add Defect

c. Position your snag by moving the plot with your finger



d. Click on Place

2. Describe a Defect



a. Take a photo with the camera

b. Markup the Photo: allow you to mark the precise defect area on the photo. (described below)

c. Select the category the defect falls into from the 'Standard defect Category' drop-down list.

d. Select a defect that best describe the problem from the "Standard Defect" drop-down menu.

e. If needed, type in (using device keyboard) more descriptions in the space provided next it.

f. Select an entity to be responsible for the defect from the Sub-Con/Group in this window. If you have this in the previous window then it will be automatically filled and can be changed. Note that the selection of the subgroup can be done automatically based on the defect category you have chosen. The link between the defect category and the subcontractor should be created on the web administration

g. Select a 'Priority' from the drop-down box. The options range from "Emergency", "Urgent", "High", "Medium", and "Low". These signify the importance of the speed of correcting the defect. In the "Emergency" case, an automatic email (using snagR's internal email) is sent to the previously specified email addresses of the people in the "Sub-Con/Group". (These email addresses would have been set by the administrator).

h. The "Do By Date" opens a calendar window and allows you to select a deadline date for when the defect needs to be corrected.

i. "Save" is the last step taken to save the entire defect's description and entered information.

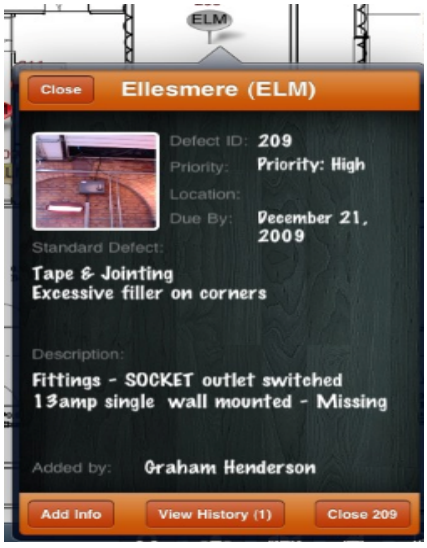
3. Markup the Photo

a. To Markup the photo, click on the markup tool and using your finger or stylus, draw on the photo.

b. When finished, click on the save button.

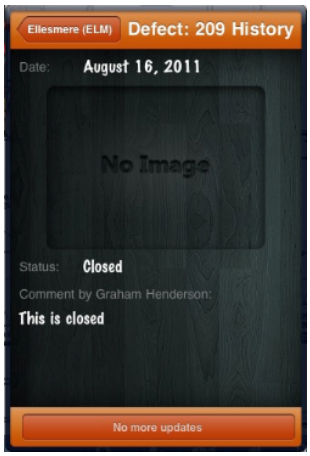
4. View Details and update a snag

Click on the snag you want to view and a form will open, showing the defect details



a. View history of a defect

To view the history of the defect, click on “View History” option:

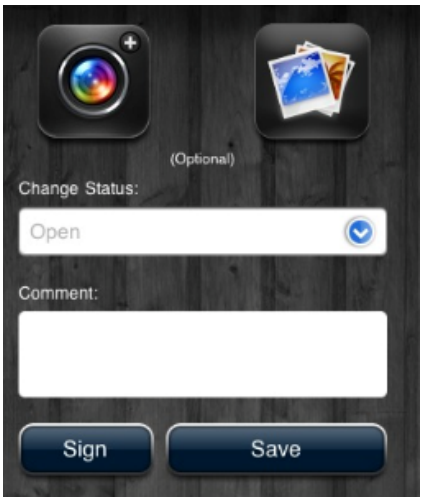


b. Log/visit/ Update the status of a snag.

Select the defect that you want. Click on either Add Info or "Action". "Action" notes for the privilege you are allowed to take on this snag. The action can be either fix, sign off or complete. Or close.

c. Add Info - Adding a picture/info to an already existing defect

- A comment can be added by typing as shown in the window below.
- A picture can be added by clicking on the camera



d. Signing-off – Fixing a Snag

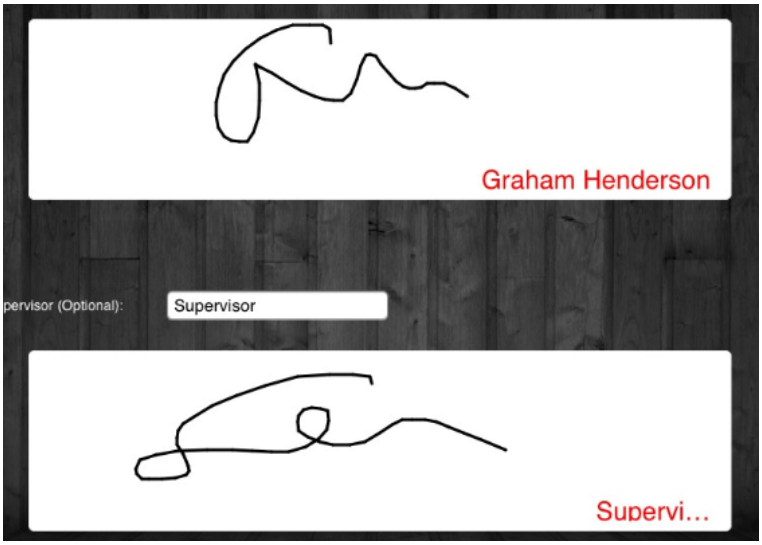
i. The Status can be changed from "Open" to "Fixed".
If this is done before synchronizing with the web, then it is treated as a deletion of a new snag where a notification window pops up under the name "Snag NOT uploaded yet!"

ii. Note: The final 'sign-off' of a snag is usually only available to Supervisors.

iii. A 'signature' can be added to authorize an action such as fixing the defect by choosing the "signature" button where a "Signature" window is prompted.

e. Add your Signature

Add your digital signature

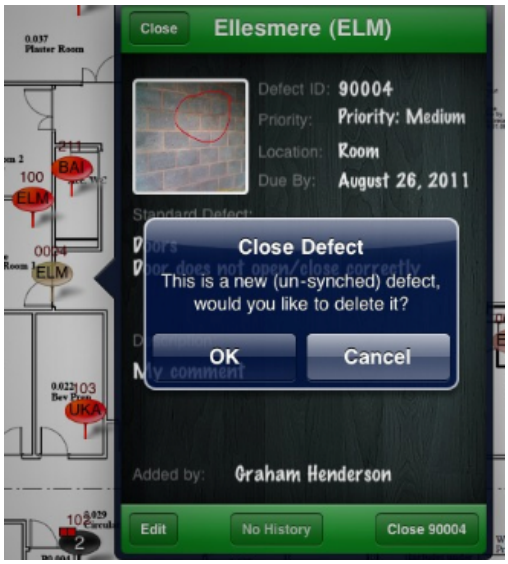


f. Quick Action (fix or signoff or complete) of an existing snag:

Depending on your privileges, you can quickly change the status of snag by clicking on Quick “Action”

g. Delete a Snag - Delete Unsynched Defect

This allows you to delete a snag prior to ‘synchronization’ meaning when the defect has not yet been uploaded.

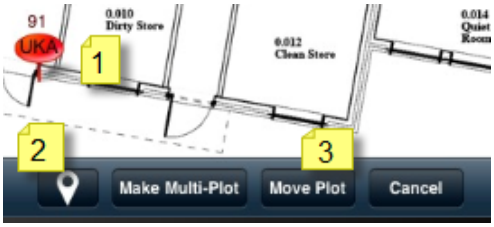


5. Move a Snag

a. Select the ‘defect’ that you want to move.

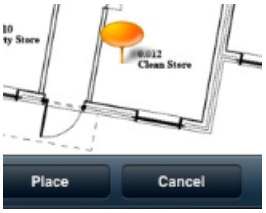
b. Keep on holding on the defect until the lower menu change.

c. Click on the “Move” icon



d. Position the snag.

e. Click on place

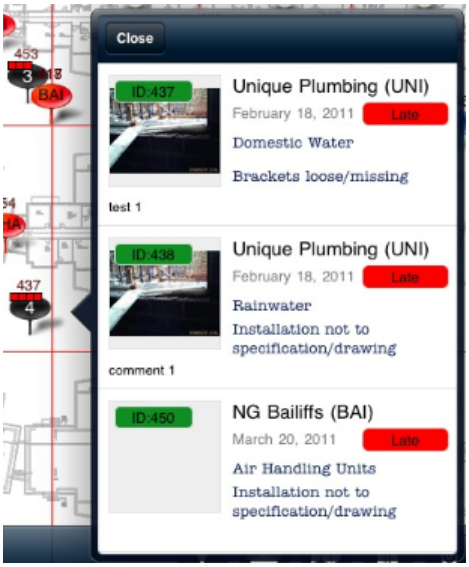


6. Multiplot

Multiplot is a group of defects together into one plot to save space on drawings and make the snags more readable on the reports.

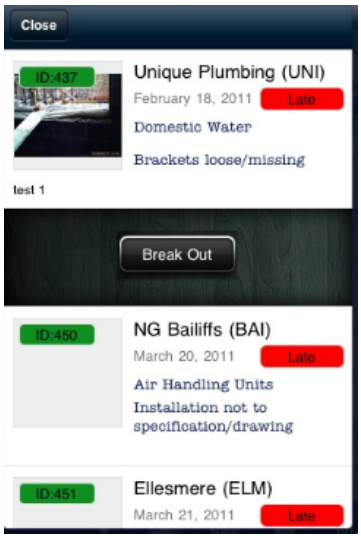
a. View a snag from multiplot

To view a defect from a multiplot, click on the multiplot. A form containing a list of all the defects in that group will open. Choose from the grid the defect you want to see and click on it.



b. Break out

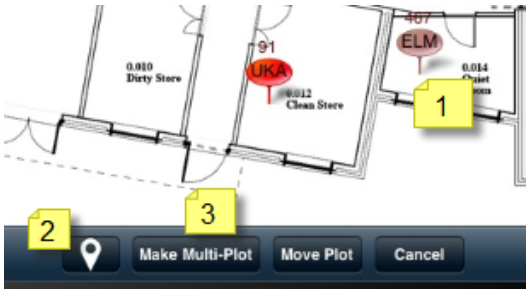
You can always move defect out of the multiplot by swiping on the defect from the right to the left and then click on the break out.



c. Move a snag to multiplot.

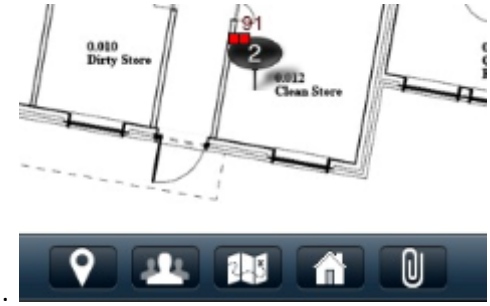
i. Select the ‘defect’ that you want to move.

ii. Keep on holding on the defect until the lower menu change.



iii. Click on Make multiplot

iv. Then click on the plot that you want to add to



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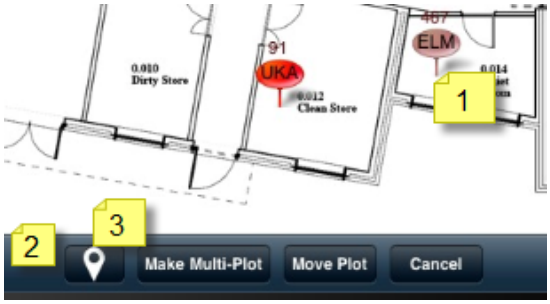
Plot 467 has been added to plot 91

d. Add a snag to multiplot

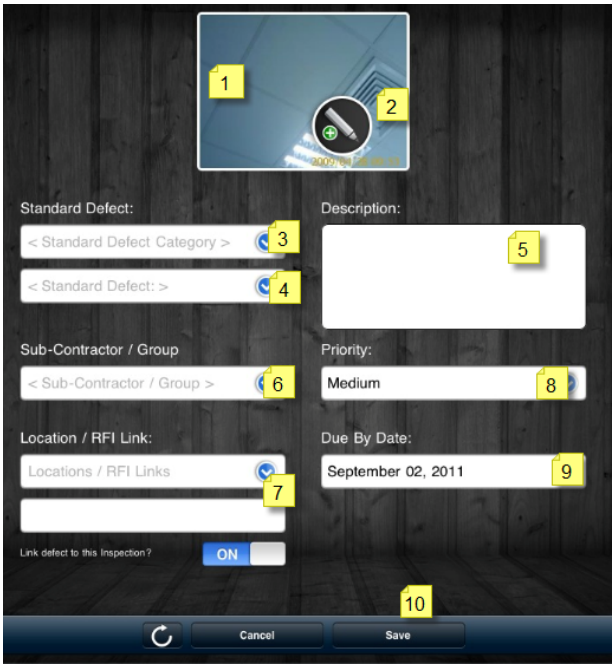
i. Select the ‘defect’ that you want to add the new plot to.

ii. Keep on holding on the defect until the lower menu change.



iii. Click on the Add Button

iv. Fill in the form and click on save



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The new plot will be added as a multiplot with the existing snag

7. Room Area Signoff :

a. Add a snag (refer to section "Add a snag")

b. View Linked Defects

i. View liked defect will filter snags according to the selected location. Only snags attached to this location will be show.. To show all the snags , click on deselect location

c. View Activity

i. Will show recent activities related to selected location.

d. Ready For inspection

i. Once a room is ready for inspection, click on the ready for inspection Button and the status of the room will change accordingly

e. Log/Visit/Close Room

i. A room that is ready for inspection can be closed by clicking on the Log Visit/Close button.

ii. Set the Defects Inspections to Checked.

iii. Log Visit the room (optional) by adding a picture, a comment and a signature .

V. Inspections:

1. Inspection Types

There are different kinds of inspections tailored to the project's requirement:

a. Room Data Sheet

Room data sheets are the checklist defining the requirements finishes and fittings of each and every room/allocated space within a building/project.
These checklists should be predefined through the web and can be access and checked through the device. They remain on the devices for the whole project

b. Adhoc Inspections

Adhoc indicate the inspections that are not planned ahead of time. They can be added from the device on the go but once the the checklist have been checked and passed, the adhoc inspection is removed from the device. (i.e Concrete pour, Brickwork)

c. Standard Predefined

Standard Predefines are similar to the adhoc inspection. They can be added from the device on the go but remain on the devices for the whole project even if the checklist has been checked and passed. (example : electrical fixes, M&E)

d. Construction Stages :

Construction stages is a survey inspection to monitor the progress of the work. Should be added and defined from the web.

e. Recurring Inspection:

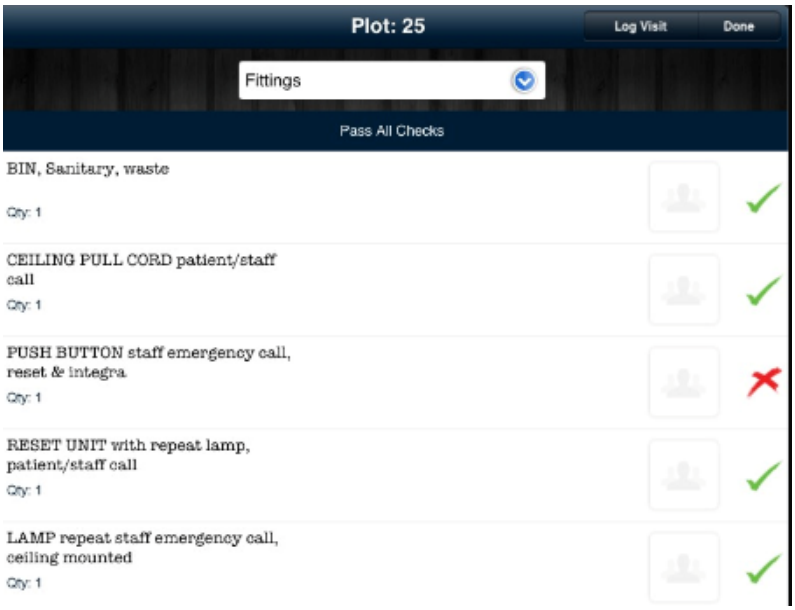
Recurring inspection are the inspections that need to be checked periodically. Recurring inspection can be daily, weekly, monthly, quarterly….

2. Carry out inspection

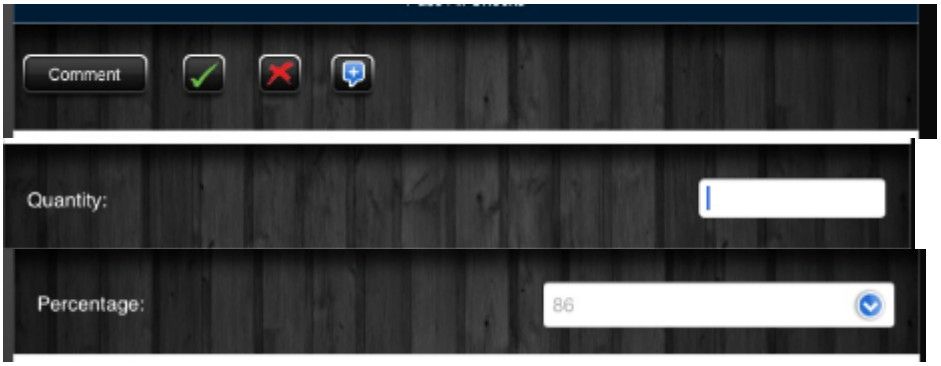
a. To carry out an inspection ,you need first to click on a existing location (if location plot doesn't exist, please refer to section Adding a location Plot)

b. Click on the inspection and a list of the check list will be available.

c. Click on check item



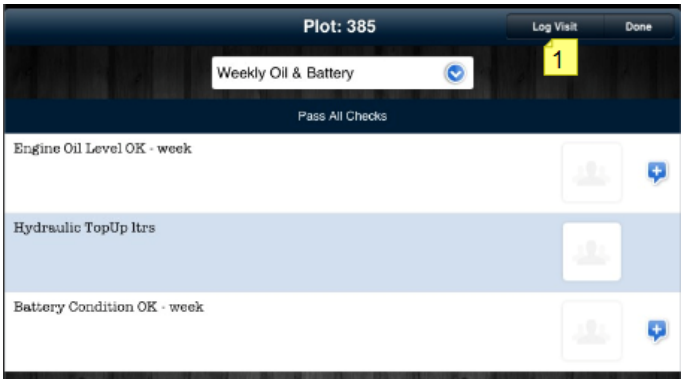
d. You can Pass,Fail,comment, edit the quantity ,update the percentage , all depending on the check item type.



e. Once all the check item have been passed, the inspection will be automatically closed.

3. Log/visit/ Close an inspection

a. To Close an inspection manually, click on on the Log Visit button



b. Take a picture (optional)

c. Set the Close inspection to ON.

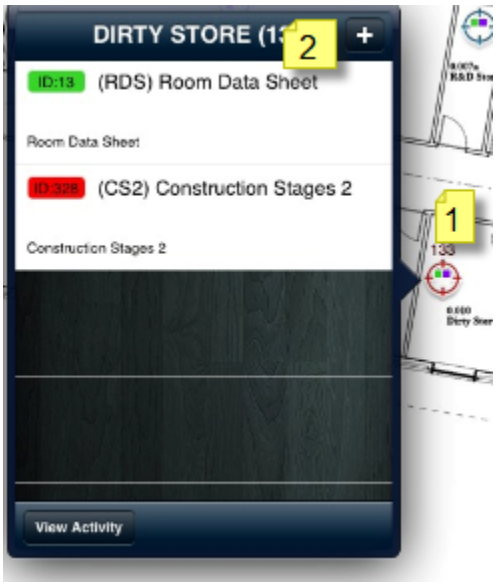
d. Describe your work (optional)

e. Sign it (optional)

f. Save

4. Add an inspection

a. To add an inspection, you need first to click on a existing location (if location plot doesn't exist, please refer to section Adding a location Plot)



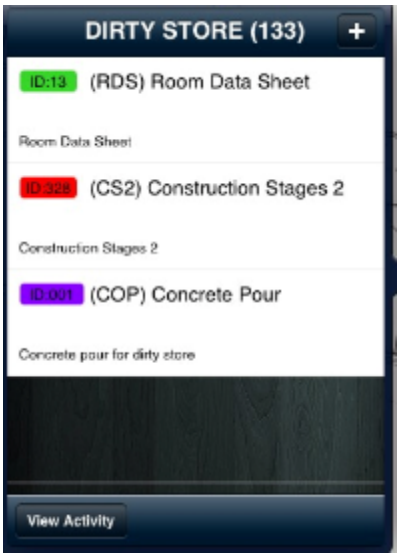
b. Click on the Add button "+"

c. Choose the inspection type from the available list of inspections

d. Describe the inspection

e. Click on save

f. The inspection will be added automatically to the location.



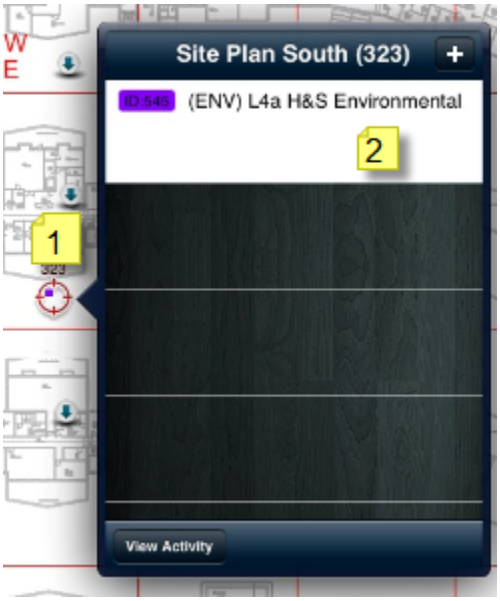
VI. Forms

The original project documents or forms can be filled through snagR.

1. Carry out the form

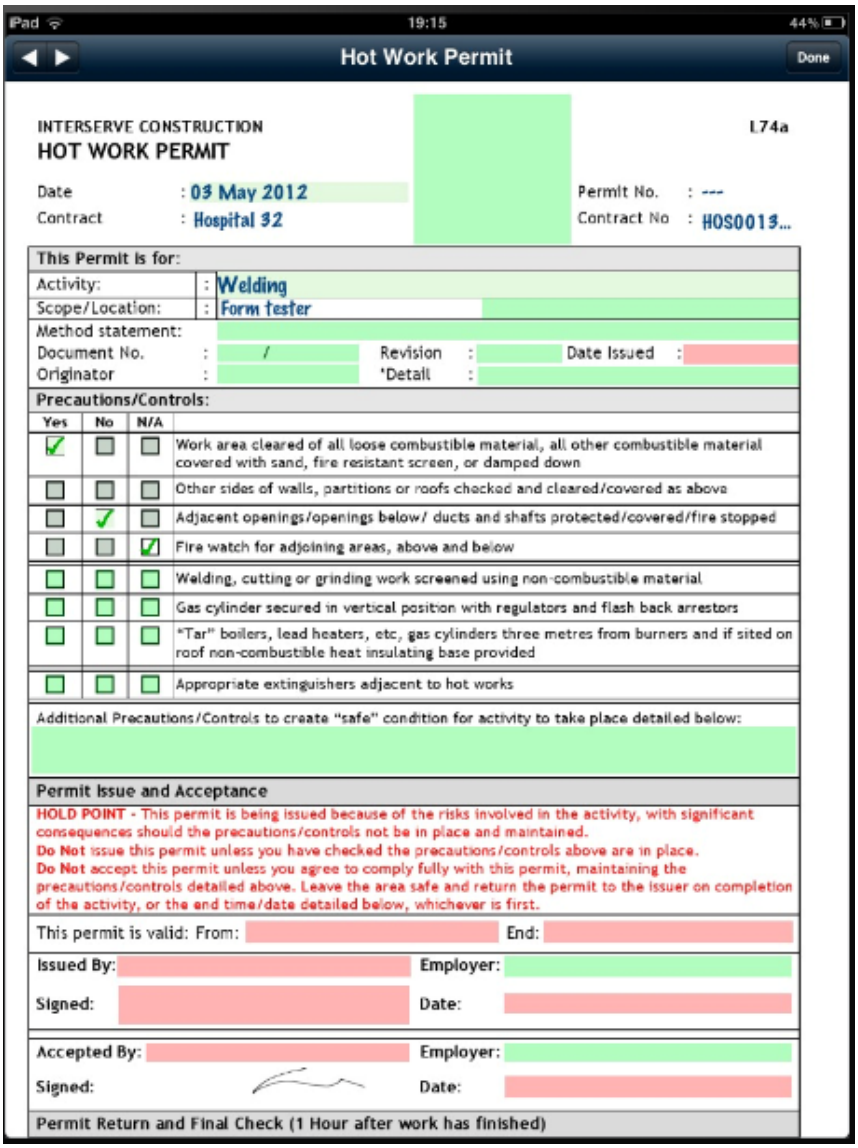
a. To carry out a form,,you need first to click on a existing location (if location plot doesn't exist, please refer to section Adding a location Plot)

b. Click on the inspection that contains your form.



c. Click on the item to fill in your form

d. Your form will be available to be filled


iPad
19:15
44%
Hot Work Permit
Done
INTERSERVE CONSTRUCTION
HOT WORK PERMIT
L74a
Date : 03 May 2012
Contract : Hospital 32
Permit No. : ---
Contract No : HOS0013...
This Permit is for:
Activity: : Welding
Scope/Location: : Form tester
Method statement:
Document No. : /
Revision :
Date Issued :
Originator :
*Detail :
Precautions/Controls:
Yes
No
N/A
Work area cleared of all loose combustible material, all other combustible material covered with sand, fire resistant screen, or damped down
Other sides of walls, partitions or roofs checked and cleared/covered as above
Adjacent openings/openings below/ ducts and shafts protected/covered/fire stopped
Fire watch for adjoining areas, above and below
Welding, cutting or grinding work screened using non-combustible material
Gas cylinder secured in vertical position with regulators and flash back arrestors
"Tar" boilers, lead heaters, etc, gas cylinders three metres from burners and if sited on roof non-combustible heat insulating base provided
Appropriate extinguishers adjacent to hot works
Additional Precautions/Controls to create "safe" condition for activity to take place detailed below:
Permit Issue and Acceptance
HOLD POINT - This permit is being issued because of the risks involved in the activity, with significant consequences should the precautions/controls not be in place and maintained.
Do Not issue this permit unless you have checked the precautions/controls above are in place.
Do Not accept this permit unless you agree to comply fully with this permit, maintaining the precautions/controls detailed above. Leave the area safe and return the permit to the issuer on completion of the activity, or the end time/date detailed below, whichever is first.
This permit is valid: From:
End:
Issued By:
Employer:
Signed:
Date:
Accepted By:
Employer:
Signed:
Date:
Permit Return and Final Check (1 Hour after work has finished)

e. snagR will help you to fill your form depending on the field type :

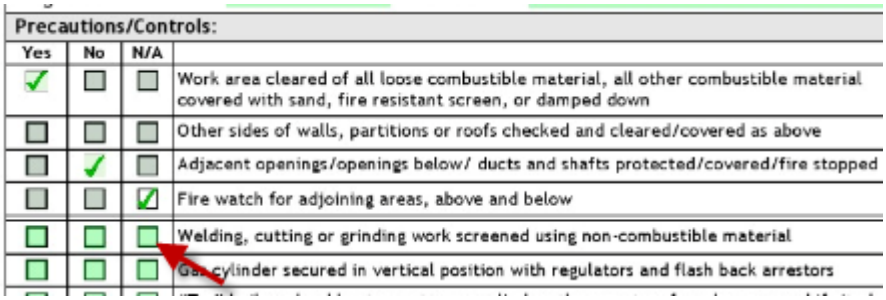
i. Date: pick up from the calendar

ii. Picture: Allows you to take picture from the camera

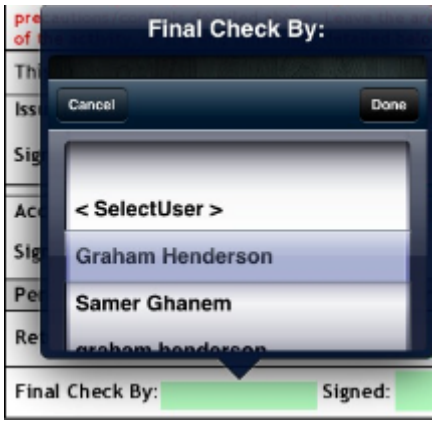
iii. Text: Enter text in the Description field

iv. Signatures: Add the digital signature

v. Checkbox: thick the box


Precautions/Controls:
Yes
No
N/A
Work area cleared of all loose combustible material, all other combustible material covered with sand, fire resistant screen, or damped down
Other sides of walls, partitions or roofs checked and cleared/covered as above
Adjacent openings/openings below/ ducts and shafts protected/covered/fire stopped
Fire watch for adjoining areas, above and below
Welding, cutting or grinding work screened using non-combustible material

vi. Originator : list of available user



2. Log/visit/ Close an form

Please refer to section "Log/visit/ Close an inspection"

3. Add a form

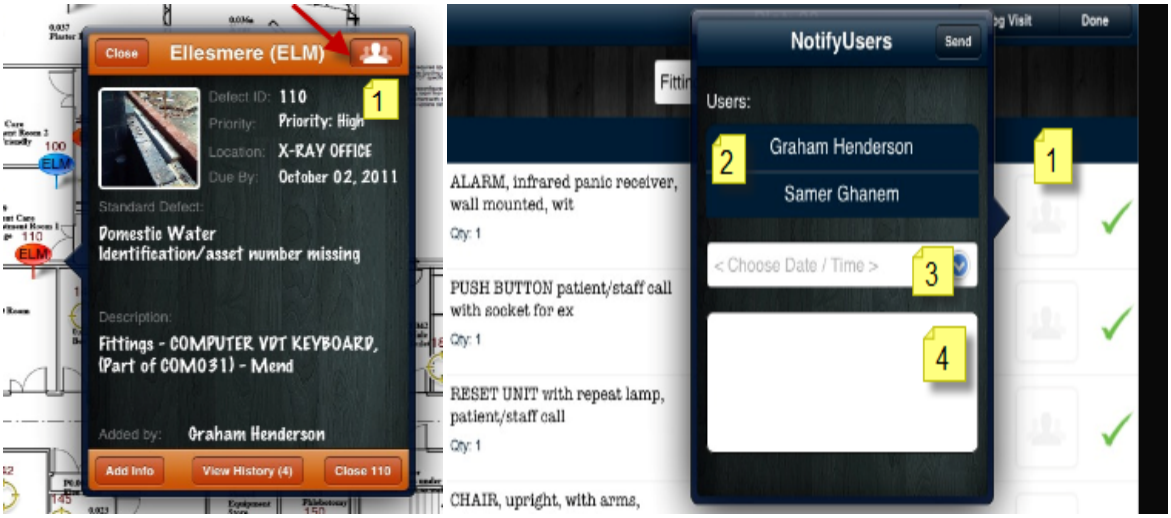
Please refer to section "Add an inspection"

VII. Users Notifications

Users Notifications will allow you to send instant notification to concerned people (group) with actions to be done

a. Click on any existing Plot (snag, Location, Inspection)

b. Click on the user notification button



c. Select the user/group you wish to send a notification to.

d. Set the do by date of the action to be done.

e. Select your message

f. Click on send.

Please note that if the designated user has an iPad/iPhone device, he will receive instant push notification on his device in addition to the email that will be sent to him.